

SECTION C-3**GOVERNMENT FURNISHED PROPERTY AND SERVICES**

3. GENERAL. The Government shall provide the facilities, equipment, materials, and services listed here or in Technical Exhibits 5a through Technical Exhibit 5c.

3.1 Government Furnished Property:

3.1.1 Government Furnished Facilities. The Government shall furnish or make available facilities described in Technical Exhibit 5a. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-arounds have been established. Should a hazard be subsequently identified, the government corrects OSHA hazards according to base-wide government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that the work-around procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibilities of the contractor. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. Further, the government will assume no liability or responsibility for the contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections in accordance with approved plans of abatement subject to base-wide priorities. Before any modification of the facilities performed by the contractor at his or her expense, the contractor must furnish the contracting officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the contracting officer. In the case of alterations necessary for compliance with the OSHA, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the Government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall only be used in performance of this contract.

3.1.1.1 The contractor shall submit requests for additional facilities or modifications to existing facilities required in the performance of the contract. Requests shall be submitted to the FAC/QAE, describing in detail the modification requested. No alteration to the facilities shall be made without concurrence of the Base Civil Engineer and specific written permission from the CO. However, in the case of alteration necessary for OSHA compliance, such permission shall not be unreasonably withheld.

3.1.2 Government Furnished Equipment.

3.1.2.1 The Government shall provide the contractor equipment as listed in Technical Exhibit 5b (part one).

3.1.2.1.1 Equipment Inventory. An inventory of government-furnished equipment must be done not later than 5 calendar days before the start of the contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a Government representative shall conduct a joint inventory of all Government furnished equipment and the contractor shall sign a receipt for all equipment provided by the Government. Items of equipment missing or not in working order shall be recorded and the contracting officer notified in writing. The contractor and the government representative shall jointly determine the working order and condition of all equipment and document their findings in the inventory. In the event of disagreement between the contractor and the government representative on the working order and condition of equipment, the disagreement shall be treated as a dispute under the contract clause entitled "Disputes."

3.1.2.1.2 Equipment Accounting. The contractor shall designate custodians and alternates to receipt and account for government furnished equipment controlled as Equipment Authorization Inventory Data (EAID), under the provisions of AFMAN 23-110, Vol II, Part Two, Chapter 22, on custodian authorization/custody receipt listings (CA/CRL). The Government shall provide the custodians and their alternates initial equipment custodian training IAW AFMAN 23-110, Vol II, Part 13, Chapter 8.

3.1.2.1.3 Obtaining Additional or Replacement Equipment. The contractor shall submit requests for additional or replacement government furnished EAID or Non-EAID equipment required in the performance of the contract using AF Form 601, Custodian Request/Receipt, AF Form 2005, and/or letter. The contractor shall submit such requests to the FAC for approval and modification to Technical Exhibit (TE) 5b of the contract. Upon approval, the contractor shall obtain equipment by placing orders through the Standard Base Supply System (SBSS) using operating funds provided by the government for that purpose. When equipment is no longer required or replaced, the contractor will accomplish a turn-in of the item through the supply system. A copy of the turn-in documentation will be forwarded to the FAC for modification of TE-5b.

3.1.2.1.4 Equipment Accountability. The contractor shall be liable for the loss or damage to government furnished equipment beyond fair wear and tear in accordance with the clause of the contract, "Government- Furnished Property." Compensation shall be effected either by reduced amounts owed to the contractor or by direct payment by the contractor, the method to be determined by the contracting officer. In the case of damaged property, the amount of compensation due the Government by the contractor shall be the actual cost of repair, provided such amount does not exceed the economical repair value. In the case of items lost or damaged beyond economical repair, the amount of the contractor's liability shall be the depreciated replacement value of the item to be determined by the contracting officer. Any failure of the

contractor to agree with such determination shall be treated as a dispute pursuant to the clause of this contract entitled "Disputes."

3.1.2.2 Automated Data Processing Equipment (ADPE). The Government shall provide required ADPE as listed in Technical Exhibit 5b (part two). The contractor shall designate an ADPE custodian for the equipment. Five days prior to contract start date, the contractor and a representative of the government shall jointly inventory listed equipment IAW AFI 33-112. The contractor will request additional or replacement ADPE on AF Form 3215, and will submit such requests to the FAC for approval prior to processing.

3.1.2.3 Vehicles. The Government will furnish vehicles and vehicular equipment, hereafter referred to as vehicles, as set forth in Technical Exhibit 13. All such vehicles will be managed under USAF Vehicle Management System and will be painted and marked in accordance with AFI 24-301/AFMAN 24-309. All USAF-owned contractor operated vehicles will constitute a portion of the vehicle inventory of the applicable major command and will be reported under the appropriate allowance standards. The contractor shall provide vehicle management for all assigned government owned refuelers. A lesson plan for the fuels servicing units will be provided by the government to the contractor to be used for training its operators IAW AFMAN 24-309, AFI 24-301, and AFMAN 24-306.

3.1.2.3.1 Obtaining Additional or Replacement Vehicles. The contractor shall submit requests for additional or replacement government furnished vehicles under the Registered Equipment Management (REM) System according to AFMAN 23-110, Vol II, Part Two, Chapter 22, Section I, and AFMAN 24-309, AFI 24-301, and AFMAN 24-306. The contractor shall submit such request to the Sheppard AFB Vehicle Operations Officer through the FAC, Contracting Officer, and the Vehicle Management Officer.

3.1.2.3.2 Vehicle Maintenance. The government shall provide maintenance for government furnished vehicles. Maintenance of vehicles is requested on AF Form 1800 (general purpose vehicles), AF Form 1806 (forklifts), AF Form 1807 (fuel servicing vehicles), or letter. Routine operator maintenance will be performed by the contractor.

3.1.2.4 Equipment Leased by the Government. The Government will maintain and repair equipment leased/rented by the Government and provided to the contractor except that in the case of loss or damage beyond fair wear and tear, the contractor's liability shall be to reimburse the Government for 100 percent of all expenses incurred. The provisions of the Government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the contractor's inspection upon request to the contracting officer. Equipment leased by the Government which will be provided to the contractor is listed in Technical Exhibit 5c.

3.1.3 Government-Furnished Materials:

3.1.3.1 Government-Furnished Supplies. The government will provide supplies of the types listed in Technical Exhibit 5e for performance of services by the contractor for the duration of the performance period of this contract. The contractor shall be responsible for keeping enough supplies on hand for the performance of the contract according to its terms. The contractor shall request additional supplies, either those listed in TE 5e, or other supplies deemed by the government as essential for the performance of the contract, by providing a SAFB Form 154, Contractor Request for Materiel, to the Functional Area Chief (FAC) at least 10 calander days before the required delivery date of the supplies. Under normal circumstances, request should not be for more than a 30 day supply. If approved, the contractor shall then obtain these supplies by using operating funds provided by the government for that purpose. Requested items which are disapproved shall not be ordered. The contractor may request review by the contracting officer of disapproved requests for materials. At the conclusion of the contract period, the contractor shall return all residual inventory to the government.

3.1.3.2 Government-Furnished Office Furniture. The government will provide office furniture of the types listed in Technical Exhibit 5e for performance of services by the contractor for the duration of the performance period of this contract. The contractor shall request additional office furniture, either items listed in TE 5e, or other items deemed by the government as essential for the performance of the contract, by providing a SAFB Form 154, Contractor Request for Materiel, to the Functional Area Chief (FAC) at least 10 calander days before the required delivery date of the items requested. If approved, the contractor shall then obtain these item by using operating funds provided by the government for that purpose. Requested items which are disapproved shall not be ordered. The contractor may request review by the contracting officer of disapproved requests for materials. At the conclusion of the contract period, the contractor shall return all office furniture to the government.

3.1.3.3 Government Furnished Fuel and Oil. Fuel and oil to perform work listed herein will be provided by the government to the contractor for use in "government furnished" equipment only. Fuel and oil used by the contractor shall be expensed against operating funds provided by the government for that purpose. The contractor shall control such expenditures and comply with applicable energy consumption goals.

3.2 GOVERNMENT FURNISHED SERVICES:

3.2.1 Government-Furnished Utilities. Gas, electricity, water, and sewage are furnished by the government. The contractor will use government furnished utilities in a prudent manner.

3.2.2 Telephone Services. The contractor shall be provided on-base, local area, and long distance telephone service, and shall be authorized Defense Switched Network (DSN) lines as mission requirements dictate. Use of local area, long distance, and DSN lines will be authorized for off-base and long distance telephone calls required in the performance of the contract. Each long distance call shall be documented on AF Form 1072, "Authorized Long Distance Calls". Completed AF Form 1072 will be submitted to the Functional Area Chief/Telephone Control Officer (TCO) monthly for reconciliation with telephone bill. Contractor must be able to justify each long distance call. The government will be reimbursed the cost of the call plus appropriate tax for any call determined not to be required for contract performance. Requests for telephone support/services submitted on AF Form 3215 to the Commercial Communications Office, 82 CS/SCXH.

3.2.3 Installation Distribution. Postal service for mailing letters, documents, etc., that are required for operation of base supply will be paid for by the government. Internal distribution is available through the Base Information Transfer System. A pick-up and delivery point is established in Bldg 1121.

3.2.4 Custodial Service. Janitorial service shall be provided for the facilities listed in Technical Exhibit 5a to the extent provided by the custodial contract for Sheppard AFB. A copy of the current custodial contract is available at the Base Contracts Office. The contractor has cleaning responsibilities for all other areas not covered by the custodial contract.

3.2.5 Refuse Collection. Refuse collection is provided through the use of dumpsters located within distance of all work areas.

3.2.6 Insect and Rodent Control. Required service is provided by the Base Civil Engineer by calling the service desk.

3.2.7 Grounds Maintenance. Is provided by the CE Grounds Maintenance Contractor.

3.2.8 Security Police and Fire Protection. Is provided by base Security Police and Fire Department. Phone Numbers:

Fire Department, Ext. 911

Security Police, Ext 911, or 6-6302 for desk sergeant.

3.2.9 Equipment Maintenance. The government shall provide maintenance for government furnished ADPE. Maintenance of ADPE is requested through the 82d Comm Sq/SCMC.

Maintenance problems with Wang terminals or printers provided by Civil Engineering for use in the TEMAS store shall be reported to C.E. System Administrator.

3.2.10 Transportation. Base Taxi Service may be used in the performance of official business specified in the contract.

3.2.11 Facilities Maintenance. The Government will provide real property maintenance for government facilities IAW AFI 32-8004. The building custodian requests emergency assistance by calling the CE Service Desk, and routine maintenance by completing AF Form 332, and sending the form to CE.

3.2.12 Precision Measurement Equipment Laboratory (PMEL). Support of Fuels Laboratory and LOX/LIN Storage Tanks. Government furnished maintenance of fuel laboratory equipment and LOX/LIN storage tanks will be limited to existing PMEL support.

3.2.13 Emergency Medical Service. The Government will provide emergency medical treatment and emergency patient transportation service for contractor personnel. The contractor shall reimburse the Government for the cost of medical treatment and patient transportation service at the current inpatient or outpatient treatment rate established by the servicing AF Medical Facility.

3.2.14 Visual Information Services. The government will provide graphic and photographic services to support the tasks outlined within the Standard Base Supply Contract. All requests must meet the requirements of AFI 33-117 and the Base Visual Information Services Contract. All AF forms 833 shall be signed by an authorized government representative. The contractor must provide to the Base Visual Information manager annual graphics and photographic contract support requirements by quantity, size, and type; and quarterly revisions to ensure support.

3.2.15 Printing and Duplicating Services. The government will provide printing and duplicating service as required by the contractor to accomplish the tasks outlined within contract specifications. The contractor shall comply with AFI 37-162, as supplemented. The contractor shall prepare and submit a DPS-DBO-Sheppard AFB 5604/1 when requesting services, through the FAC and Resource Advisor.

3.2.16 Telecommunications Service. The Telecommunications Center in Building 237 operates 24 hours per day, seven days a week and is available for use by the contractor for transmitting and receiving electrical record communications pertinent to the contract. The contractor shall be responsible for message delivery to the Telecommunications Center. All incoming messages and official correspondence will be received by, reviewed, and distributed as appropriate by the FAC/QAE.

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official correspondence will be received by, reviewed, and distributed as appropriate by the
FAC/QAE.

SECTION C-4

CONTRACTOR-FURNISHED ITEMS AND SERVICES

4.1 GENERAL INFORMATION. Except for those items or services specifically stated in Section C-3 as government furnished, the contractor shall furnish everything needed to perform this contract according to all its terms. The following list of items is not all inclusive of the contractor-furnished items and services required to perform this contract.

4.1.1 Ice and Snow Removal. IAW SAFBI 32-1001, the contractor shall be responsible for ice and snow removal from docks, stairways, ramps, sidewalks, and entryways for facilities provided to the contractor and listed in Technical Exhibit 5a.

4.1.2 Policing of Grounds. The Supply/Fuels Contractor shall be responsible for policing grounds, sidewalks, streets, and parking areas for debris, trash, and weeds within 15 feet of facilities provided to the contractor and listed in Technical Exhibit 5a.

4.1.3 Facility Managers. The contractor shall designate in writing a primary and alternate Facility Manager for facilities provided to the contractor and listed in Technical Exhibit 5a for which the supply contractor is the primary user. The primary and alternate Facility Manager shall perform duties as defined in the Sheppard AFB *Civil Engineers Guide for Facility Managers*.

1.4 Facilities Upkeep and Minor Maintenance. The contractor shall perform minor maintenance and repairs of Government-furnished facilities commensurate with cleanliness and good housekeeping. Minor maintenance and repairs include, but are not inclusive tasks, such as patching interior walls and doors, caulking interior walls, windows, and doors/door frames, painting interior walls, doors, door frames, windows, window frames/sills, and interior trimming, and replacement of electrical receptacle covers. The government will provide, through the base self-help center, all material to perform facilities upkeep and minor maintenance.

4.1.4.1 Self-Help. Self-help projects must be pre-approved by the Functional Area Chief. Negotiations for labor costs will be completed prior to approval, and labor costs for each project will not exceed \$2,000.

4.1.5 ROS Program Manager. Perform all duties of the Base Report of Survey (ROS) Program Manager IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.

SECTION C-5**SPECIFIC TASKS**

5. **GENERAL**. The contractor shall provide supplies, equipment, and POL product support to authorized customers through the systems and processes of the USAF Standard Base Supply System (SBSS) and Fuels operations. In performing the basic functions of a base supply activity the contractor shall determine requirements, requisition, receive, store, distribute and issue, account, research and maintain records, provide customer service, conduct training and make shipments. In addition, the contractor shall provide required administration and management quality control, and off-line support capability. The contractor shall also provide administrative, quality control, and management support for the Hazardous Materials Pharmacy as required.

5.1 REQUIREMENTS. The contractor shall:

5.1.1 Process requests for, establish and validate adjusted stock levels IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section B and Vol I, Part One, Chapter 12, Section H.

5.1.1.1 Forward all AF Forms 1996 to the Government accountable officer/FAC for approval/disapproval as required.

5.1.2 Process and validate Initial Spares Support Lists (ISSL), MAJCOM Spares Support Lists (MSSL), and New Activation Spares Support Lists (NASSL) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Sections C and D; and AFM 67-1, Vol I, Part One, Chapter 12.

5.1.2.1 Appoint a base mission change manager/monitor to supervise the mission change program, IAW AFMAN 23-110, Vol II, Part Two, Chap 19, Section D.

5.1.3 Report and process excess base redistributable material IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F; Chapter 15, Section E; and AFM 67-1, Vol I, Part One, Chapter 3, Section A.

5.1.3.1 Screen reported excesses and attempt redistribution between satellites and/or the host base as prescribed by the MAJCOM involved in the satellite agreement.

5.1.3.2 Review Serviceable Equipment in Stock Not In-Use Listing (R32) quarterly to obtain disposition or issue serviceable assets to satisfy valid base requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F.

5.1.3.3 Report "L" and "P" numbered items when no future requirement is expected due to the nature of the item, IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section E.

5.1.4 Forecast requirements for special support items IAW AFM 67-1, Vol I, Part One, Chapters 10 and 11; and Vol I, Part Three, Chapter 6, Sections F, G, and H.

5.1.5 Process requirements for bulk delivery/gaseous items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections B, J, and K.

5.1.6 Produce, file, update, and process Fund Requirement Cards/Images (FRC) for stock and due-out requirements consistent with stock fund availability IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A, and Chapter 29, Section B.

5.1.7 Justify and assign alpha character Stockage Priority Code (SPC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.1.7.1 As a result of Maintenance's review of the Repair Cycle Data List (Q04), load exception repair cycle days to affected records quarterly IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A; Chapter 24, Section A; and Chapter 27, Section V.

5.1.8 Process Numeric Parts Preference Code (NPPC) management notices received from supply sources on unsuitable assets with limited application IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.1.9 Provide Air Force Recoverable Assembly Management System (AFRAMS)/War Reserve Material (WRM) asset status/transaction/ excess reporting IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Sections H and I.

5.1.10 Establish controls to ensure MAJCOM/HQ USAF approval is received prior to loading a C-Factor greater than 1 IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.1.11 Process the Air Force Recoverable Central Leveling System IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section E.

5.1.12 Obtain supply support for items managed by other services IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section H

5.1.13 Manage the transfer of weapons systems and equipment as a result of base closures IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section I.

5.1.14 Comply with major command special support procedures IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section T.

5.1.15 Authorize, requisition, control, and transfer small arms IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AC.

5.2 REQUISITION AND FOLLOW UP. The contractor shall:

5.2.1 Process requisitions for requirements when on-base stocks are not adequate to meet demands IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections A and J.

5.2.1.1 Requisition Chemical Warfare Defense Equipment (CWDE) items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B; and special guidance provided by MAJCOM (reference item 5.10.2 of this PWS).

5.2.1.2. Requisition to satisfy initial or increased War Reserve Material (WRM) requirements for Supply Management Business Area (SMBA) managed items when provided approved stock fund ordering authority by the SMBA manager IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B; and Part 10, Chapter 1.

5.2.1.3 Requisition base procured investment equipment items (Budget Code Z) after approval by the Financial Management Board and receipt of 3080 funds from MAJCOM IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Part 10, Chapter 1.

5.2.1.4 Initiate lateral support requisitions for expedite requirements when necessary to meet customer demands. IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Chapter 17, Section A.

5.2.1.5 Prepare and process requisitions and associated documentation on local manufactured items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B.

5.2.1.6 Requisition locally procured items under Base Contracting Automated System (BCAS) processing techniques.

5.2.1.6.1 Act as liaison between Supply and Base Contracting Office for processing requirements, status, adjustments, and rejects IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.1.1 Verify and coordinate with contracting to correct mismatches on the Local Purchase (LP) reconciliation listing. Annotate and file listing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.1.2 Process the Demands Awaiting Item Description Listing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.2 Attend supply contracting meetings to resolve interface and support problems.

5.2.1.6.3 Obtain approval and process local purchase requirements for centrally managed items IAW AFM 67-1, Vol I, Part One, Chapter 8, and AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

5.2.1.6.4 Approve and process requisitions to satisfy emergency walk through requests for local purchase items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J; and AFP 70-5.

5.2.1.7 Challenge suspected Uniform Material Movement and Issue Priority System (UMMIPS), priority abuses IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section E.

5.2.1.8 Process and validate the M-37 LP Open Item and MILSTRIP Research follow-up lists IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section I.

5.2.1.9 Receive request, review, approve, and process Wash-Post requisition requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section H; and AFP 70-5.

5.2.1.10 Process special requisitions with special requirements flag "R" IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

5.2.1.11 Establish controls and requisition assets from DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

5.2.2 Process Military Standard Requisitioning and Issue Procedures (MILSTRIP) status, off-line requests for status and/or follow-up action IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections D and F.

5.2.2.1 Initiate follow-up action on requisitions when status has not been received and when the estimated shipment date/availability date are not satisfactory to meet the mission requirement.

5.2.2.2 Develop follow-up procedures to obtain, receive, and load status updates on local manufacture requisitions consistent with priority of the requisition. Initiate follow-up upon receipt of management notice F458.

5.2.2.3 Perform supply assistance/supply difficulty non-automated follow-up IAW AFM 67-1, Vol I, Part One, Chapter 1; and AFMAN 23-110, Vol II, Part Two Chapter 9, Section F.

5.2.3 Validate All Urgency of Need Designator (UND) A, B, and C due-outs including equipment and Civil Engineer requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 12, Section A.

5.2.4 Process Material Obligation validation requests quarterly IAW AFM 67-1, Vol II, Part Two, Chapter 9, Section M.

5.2.5 Take all actions necessary to correct and reconcile status details included in the Military Standard Transportation and Movement Procedures (MILSTAMP) tracer reconciliation program IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section L.

5.2.6 Establish controls for reporting Mission Capable (MICAP) start, stop, or change actions to support non-mission capable requirements to include receiving MICAP requests, reviewing, validating, verifying, requisitioning, analyzing requisitions, obtaining status update and reporting of

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MICAP incidents IAW AFMAN 23-110, Vol II, Part Two, Chapter 17, Section A and Vol II, Part Nine.

5.2.7 A contractor's representative shall attend the daily aircraft maintenance status meeting when scheduled to provide current status on MICAP parts to the aircraft maintenance manager and supervisors as required. The individual in attendance shall be fully knowledgeable of the status of all outstanding aircraft MICAP requirements.

5.2.8 Produce, process, and track requisitions for special requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B.

5.2.9 Establish, update, validate, release, and/or cancel due-outs IAW AFMAN 23-110, Vol II, Part Two, Chapter 12, Section A.

5.2.9.1 Update data fields of due-in and due-out detail records through processing of due-in/due-out updates (DIT) IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section G.

5.3 RECEIVE MATERIAL. The contractor shall:

5.3.1 Receive, inspect, and process supplies and equipment items IAW AFMAN 23-110, Vol II, Part Two, Chapter 10, Sections A and D; AFM 67-1, Vol I, Part One, Chapter 5; and AFR 69-9.

5.3.1.1 Unload vehicles delivering material to Supply from local vendors and through normal Transportation Management Officer (TMO) channels IAW AFM 67-1, Vol I, Part One, Chapter 5, Section C; and AFI 24-201.

5.3.1.1.1 Any Problems arising between carrier personnel and incheckers will be resolved by TMO personnel.

5.3.1.2 Perform freight in-checker duties IAW AFI 24-201, paragraph 4.12 and AFR 75-2. Incheckers will be trained by TMO personnel.

5.3.1.2.1 Incheckers will use hand held terminal to scan data from items. TMO personnel will upload and download data from hand held terminal into CMOS.

5.3.1.3 Establish a transitory holding area (THA) for hazardous and flammable material processing. Coordinate and obtain approval of local bio-environmental safety and fire department officials IAW AFM 67-1, Vol I, Part One, Chapter 5, Section C; and AFR 69-9, Chapter 3.

5.3.1.4 In-check property, annotate receiving document for receipt, loss, damage or other discrepancies, and update computer records in the time frames specified below.

5.3.1.4.1 Priority designator 01 - 08: 1 workday.

5.3.1.4.2 Priority designator 09 - 15: 3 workdays.

5.3.1.4.3 Have the inspector and in-checker sign all local purchase receipt documents.

5.3.1.5 Resolve problems with property received IAW AFMAN 23-110, Vol II, Part Two, Chapter 10, Section B.

5.3.1.5.1 Review and research problems associated with the claims receivable details records listing and annotate list IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section O; and AFM 67-1, Vol I, Part One, Chapter 5.

5.3.1.6 Process receipt documents for bulk delivery items and materials delivered to and physically received at locations other than Base Supply.

5.3.1.6.1 Maintain a suspense file for emergency LP walk-throughs authorized customer pick-up. Review daily to ensure timely processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

F41612- 98 C0001

5.3.1.7 Control all vendor owned cylinders and containers by using an AF Form 1297 to customers and maintaining files of these forms. Update computer records to reflect receipt (1VR) or shipment (1VS) of vendor owned containers. IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section M; and Chapter 14, Section A.

5.3.1.8 Prepare, submit, and follow-up on Reports of Discrepancy (ROD) IAW AFR 400-54; and AFMAN 23-110, Vol II, Part Two, Chapter 9, Section O.

5.3.1.9 Segregate, safeguard and process material requiring special handling to include but not limited to, classified items, pilferable items, and electrostatic sensitive device/ electrostatic discharge (ESD) items and hazardous materials. Ensure Material Safety Data Sheet (MSDS) is received with each hazardous material.

5.3.2 Receive, inspect and process material turn-ins IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section A, B, C and D.

5.3.2.1 Pick-up DIFM items from on-base activities and deliver them to Supply for turn-in processing, within one workday.

5.3.2.2 Ensure that EAID items turned-in to supply are processed within 15 workdays IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.3.2.3 Pick-up consumable/expendable items upon request from on-base organizations, prepare documentation, and process them for turn-in IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section C.

5.3.3 Pick-up property from DRMO, base postal facility, GSA service stores and other on or off-base activities as applicable and deliver it to Supply for receipt processing within one duty day.

5.3.4 Prepare and attach historical warranty/guarantee, technical order compliance, and other applicable records to supplies and equipment being processed for issue/due-out release or to stock IAW AFMAN 23-110, Vol II, Part Two, Chapters 2 and 10.

5.3.5 Prepare and process receipts for items requiring special handling or procedures IAW AFMAN 23-110, Vol II, Part Two, Chapter 10, Section C.

5.4 STORE MATERIAL The contractor shall:

5.4.1 Store, protect, control, and inspect supply and equipment items stored by Base Supply IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Sections A and B; AFR 69-9; AFJMAN 23-210; and SAFBI 32-2001.

5.4.1.1 Identify and manage supply items requiring Time Change, Technical Order Compliance (TCTO) and functional check to ensure their serviceability and usability.

5.4.1.2 Perform a systematic surveillance inspection of all property in storage IAW AFMAN 23-110, Vol II, Part Two, Chapter 2.

5.4.1.2.1 Inspect, rotate, and request testing of shelf-life controlled items IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.4.1.2.2 Inspect property for serviceability, completeness, and identification IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.4.1.3 Validate zero balances on ISU, DOR, SHP, A5J or BSU documents. If stock remains, request a special inventory IAW AFMAN 23-110, Vol II, Part Two, Chap 14, Section A; and Chapter 20, Section C.

5.4.1.4 Assign Issue Exception Code (IEX) 8, 9, 7, and M, or health hazard flag, if determined by Bioenvironmental Engineer, for health hazard items stored IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.4.1.5 Identification stamps may be used in lieu of inspector's signature. Authorize and use supply inspector's identification stamps IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section F.

5.4.2 Establish and operate specialized or segregated storage areas to ensure personnel comply with safety and security provisions IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section A; AFR 69-9; AFJMAN 23-210; and SAFBI 32-2001.

5.4.2.1 Flammable and Hazardous Storage Area.

5.4.2.2 Compressed Gas Storage Area.

5.4.2.3 Classified, Sensitive, and Pilferable Storage Area.

5.4.2.4 Communications-Computer Systems Project Material Storage Areas IAW AFMAN 23-110, Vol II, Part Two, Chapter 35.

5.4.2.5 Outside Storage Area.

5.4.2.6 The contractor shall: Operate the Civil Engineering Material Acquisitions System (CEMAS) Centralized Store IAW AFP 85-61.

5.4.2.6.1 Process issues from the CEMAS store to authorized customers.

5.4.2.6.2 Bin and store property in assigned warehouse locations.

5.4.2.6.3 Produce and attach bin labels to items stored in the warehouse.

5.4.2.6.4 Comply with documentation routing and filing procedures regarding CEMAS store operations.

5.4.2.6.5 Process materials returned to the CEMAS store.

5.4.2.6.6 Comply with Post-Post operational procedures.

5.4.2.6.7 Assist Civil Engineering in researching discrepancies between computer and on-hand balances.

5.4.2.7 Operate the Repairable Processing Center (RPC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 24; and AETCI 21-101.

5.4.2.8 Weapons Storage Area. Necessary short term weapon storage will be provided by Security Police Armory.

5.4.2.9 Electrostatic Sensitive Devices/Electrostatic Discharge (ESD) Storage Area Items IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section A.

5.4.3 Assign warehouse location when property is received with no warehouse location assigned, within three days.

5.4.4 Perform warehouse location validation IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section D.

5.4.5 Control and store reusable containers for property in Base Supply storage areas IAW AFM 67-1, Vol I, Part One, Chapter 10, Section W; and AFI 24-202.

5.4.6 Provide storage assistance or temporary holding space for hazardous material which has been transferred to DRMO pending physical disposition IAW AFM 67-1, Vol VI, Chapter 2.

5.4.7 Operate, manage, maintain and report Mechanized Material Handling System (MMHS) or mechanized storage equipment when installed IAW AFM 67-1, Vol VII, Part One.

5.4.8 Store and control issue/turn-in of mated and built-up items IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A.

5.4.8.1 Process found on base supplies and equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section E.

5.5 DISTRIBUTE AND ISSUE. The contractor shall:

5.5.1 Process all expedite and routine issue requests for supplies IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section A.

5.5.1.1 Validate priority request with Urgency Need Designator (UND) A and B by contacting the organizational representative prior to establishing due-outs IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section A. Due-outs shall be processed within 1 workday.

5.5.1.2 Process initial issue requests IAW AFMAN 23-110, Vol II, Part Two, Chapters 11 and 24.

5.5.1.2.1 Obtain required signatures upon delivery of property to Supply customers IAW AFMAN 23-110, Vol II, Part Two, Chapter 14 Section C.

5.5.1.3 Accept and process issue requests for items requiring special processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B.

5.5.2 Process all requests for EAID equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 22; and AFM 67-1, Vol IV, Part One.

5.5.2.1 Validate authorizations using allowance standards.

5.5.2.2 Ensure requests for items requiring coordination with other on-base activities have been reviewed and approved by those activities prior to processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.5.2.3 Establish controls to ensure all equipment action requests are annotated with date and time of receipt, logged in, and are processed or forwarded to higher level for approval IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.5.2.4 Verify that personnel are authorized to receipt for classified and EAID equipment items.

5.5.3 Process all requests for non-EAID equipment items IAW AFMAN 23-110, Vol II, Part Two, Chapters 11 and 22; and AFM 67-1, Vol IV, Part One.

5.5.3.1 Validate authority for issue prior to processing EAID equipment and "P" deck issue requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B, Atch B-2.

5.5.3.2 Process requests for items under the Furniture Management Program IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section K.

5.5.4 Establish and maintain supply points IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A.

5.5.4.1 Coordinate with maintenance to establish the location, range and depth of stockage, and concept of operation for required supply points.

5.5.4.2 Manage Quick Engine Change (QEC) kits IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section Q.

5.5.4.3 Maintain and operate aircraft and engine Forward Assets Support Training (FAST) operations IAW AFMAN 23-110, Vol II, Pt Two, Chap 2, Sec G; Chap 24, Sec A; and AETCI 21-102.

5.5.4.3.1 Operate a Maintenance Supply Liaison (MSL) function to support the 80th Flying Training Wing (FTW) IAW AETC Supplement 1 to AFMAN 23-110, Vol II, Part Two, Chap 2, Section G, paragraph 2.63. Utilize AETCI 21-101 as required to perform the responsibilities outlined in the previous reference.

5.5.5 Operate the time change/TOC forecast function IAW AFMAN 23-110, Vol II, Part Two, Chap 24, Sec B and Chapter 14, Section B; AFM 67-1, Vol I, Part One, Chap 10, Section M; AETCI 21-101; and AFM 67-1, Vol I, Part One, Chap 4.

5.5.5.1 Establish suspense files upon initial receipt of requests.

5.5.5.2 Verify date needed with Maintenance prior to processing.

5.5.5.3 Store items upon receipt by end item serial number and notify Maintenance.

5.5.6 Operate the Time Compliance Technical Order (TCTO) kit function IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B, and Chapter 24, Section C; and AETCI 21-101.

5.5.6.1 Establish and maintain jacket files upon receipt of the request from Maintenance.

5.5.6.2 Order, receive, store, and issue TCTO kits.

5.5.6.3 Reconcile and provide status of TCTO kit requirements with Maintenance monthly.

5.5.7 Establish and maintain organizational bench stocks IAW AFMAN 23-110, Vol II, Part Two, Chap 25, Sec A.

5.5.7.1 Perform a weekly (or as requested by the customer) bench stock walk-through, inspection, inventory, and issue process.

5.5.8 Operate an on base outlets to receive, store, and issue individual equipment. Utilize the Automated Individual Equipment Unit (IEU) program to account for individual equipment IAW AFMAN 23-110, Vol II, Part Seven.

5.5.8.1 Process customer backorders, notify customer upon receipt of the property, and process a turn-in when the customer does not pick up property within prescribed time frames.

5.5.8.2 Control issue of items authorized by AFSC or duty, by Allowance Standard 016, or other governing directives, as specified by the commander or functional supervisor.

5.5.8.3 Process requirements for specialized sized or special measurement clothing IAW AFR 67-125; AFM 67-1, Vol IV, Part One, Chapters 21 and 25; and AFMAN 23-110, Vol II, Part Two, Chapter 23.

5.5.8.4 Prepare forms and maintain files to account for personal retention clothing and items.

5.5.8.4.1 Validate aviation service/hazardous duty status code on AF Form 538 IAW AFMAN 23-110, Vol II, Part Seven.

5.5.8.5 Establish due-outs on items not in stock and notify customer that items are ready for pick-up upon receipt of due-out releases IAW AFMAN 23-110, Vol II, Part Two, Chapter 23.

5.5.8.5.1 Turn-in and return property to stock if not picked up within prescribed timeframes IAW AFMAN 23-110, Vol II, Part Two, Chapter 23.

5.5.8.5.2 Provide Document Control with expected return date when individuals are on extended absence.

5.5.8.6 Prepare and process AF Form 1996 to provide adequate stock until sufficient demand data are compiled.

5.5.8.7 Process and mark clothing apparel processed to DRMO as specified.

5.5.8.8 Maintain current CMAL file on clothing and textile items for operational requirements and dissemination of information to customer IAW AFMAN 23-110, Vol II, Part Two, Chapter 23.

5.5.9 Maintain and operate a sub-unit location to receive, store, and issue individual equipment supplies to support the ENJJPT Program.

5.5.10 Process issue and due-out release documents to include selecting and delivering supplies and equipment items to customers within the time frames specified below:

5.5.10.1 For the processing of issues, the total time elapsed, from the time the item is requested to the time delivered, will not exceed:

5.5.10.1.1 Delivery Priority 01: 30 minutes.

5.5.10.1.2 Delivery Priority 02: 30 minutes.

5. 5.10.1.3 Delivery Priority 03: 1 hour.

5. 5.10.1.4 Delivery Priority 04: 4 hours.

5. 5.10.2 For the processing of due-out releases, the total time elapsed, from time receipt is processed to time delivered, will not exceed:

5. 5.10.2.1 Items to satisfy MICAP, priority 2, or priority 3 requirements: 1 hour.

5. 5.10.2.2 Items with delivery priority 04 and 05: 8 consecutive duty hours.

5. 5.10.2.3 Note: Delivery vehicles will not be dispatched solely to meet the specific delivery time for priorities 04 and 05. However, the delivery must be made NLT close of business of the next duty day.

5.5.10.3 Prepare, submit, and process warehouse refusal documents.

5.5.10.4 Establish a holding area to maintain sensitive or pilferable items under lock and key control pending delivery.

5.6 INVENTORY CONTROL The contractor shall:

5.6.1 Validate authorizations, maintain inventory control, and report on equipment items under the Equipment Management System IAW AFM AFMAN 23-110, Vol II, Part Two, Chapter 22, Section A; AFM 67-1, Vol IV, Part One.

5.6.1.1 Maintain custody receipt jacket files IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section A.

5.6.1.1.1 Obtain updated and signed CA/CRLs upon change of custodian or when requested by the custodian.

5.6.1.1.2 Maintain a record file and listing of all primary and alternate custodians.

5.6.1.1.3 Establish and maintain a configuration data/resume file for all organizations supported IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section B.

5.6.1.2 Update records to transfer and maintain control for inter and intracommand loaned equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section K.

5.6.1.3 Process personnel base clearance requests to ensure proper accountability of Equipment Authorization Inventory Data (EAID), personnel retention, and mobility items IAW AFMAN 23-110, Vol II, Part Two, Chapter 22; Chapter 23, Section C; and Chapter 26, Section F.

5.6.1.4 Evaluate rental equipment requests and make recommendations to determine if procurement or rental is more cost effective IAW AFMAN 23-110, Vol II, Pt Two, Chap 22, Section K.

5.6.1.5 Identify and correct equipment out-of-balance conditions IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section B.

5.6.1.6 Identify and initiate corrective action on excess in-use equipment items reported under Allowance Source Code (ASC) 000 on a quarterly basis IAW AFMAN 23-110, Vol II, Pt Two, Chap. 22, Section B.

5.6.1.7 Adjust EAID records to reflect allowance source code changes IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section B.

5.6.1.7.1 Review AFEMS products/notices and update EAID records to reflect changes.

5.6.1.8 Validate and adjust EAID records for deployed equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section H.

5.6.1.9 Accomplish equipment transaction reporting IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section G.

5.6.2 Inventory to identify and correct errors on all items for which Supply is accountable IAW AFMAN 23-110, Vol II, Part Two, Chapter 20.

5.6.2.1 Complete inventories shall be conducted for all categories of property.

5.6.2.2 Conduct special inventories for warehouse refusals and insufficient balances; in response to special inventory requests required by message, manual and other directives; upon requests of accountable officers; and upon assignment of a critical item code IAW AFMAN 23-110, Vol II, Part Two, Chapter 20, Section C.

5.6.2.3 Provide technical assistance in the inventory of in-use equipment when requested in writing and justified by the organization commander/staff agency director IAW AFMAN 23-110, Vol II, Part Two, Chapter 20, Section E.

5.6.2.4 Research discrepancies, obtain supporting documentation, and correct accountable records to provide auditable transaction histories IAW AFMAN 23-110, Vol II, Pt II, Chapter 20, Section A.

5.6.2.4.1 Categorize discrepancies and perform analyses to identify probable cause and take corrective action.

5.6.2.4.2 Research, prepare, and process reverse-post transactions IAW AFMAN 23-110, Vol II, Part Two, Chapter 16, Sections A and B.

5.6.2.4.2.1 Utilize the automated reverse-post system IAW AFMAN 23-110, Vol II, Part Two, Chapter 16, Section C.

5.6.2.4.3 Provide all causative research and supporting documentation to the Government Accountable Officer for approval.

5.6.2.5 Report upon discovery unresolved weapons and classified item discrepancies to the base security police and the Supply Accountable Officer IAW AFMAN 23-110, Vol I, Part One, Chapter 6; and AFI 31-401.

5.6.2.6 Authenticate inventory adjustments by obtaining the required signatures of certifying and approving officials IAW AFMAN 23-110, Vol II, Part Two, Chapter 20, Section A.

5.6.2.6.1 After certification by contract manager, forward the M10, Consolidated Inventory Adjustment Register, to the Supply Accountable Officer for review and approval.

5.6.3 Control auditable documents and report files to support accountability IAW AFMAN 23-110, Vol II, Part Two, Chapter 18; and AFI 37-138.

5.6.3.1 Update and annually reconcile weapon control files IAW AFM 67-1, Vol I, Part One, Chapter 10, Section X; and AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AA.

5.6.3.2 Update and semiannually reconcile Communications Security (COMSEC) control files IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AB.

5.6.3.3 Forward all certified record alteration documents (DIC = "FIX") and lost document certificates to the Supply Accountable officer for approval within one duty day.

5.6.3.4 Identify, locate and process delinquent documents daily IAW their applicable delinquency criteria IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Section A.

5.6.3.5 Maintain a listing of personnel authorized to receipt for classified items IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Section B.

5.6.3.5.1 Semiannually validate the classified authorization listing.

5.6.3.5.2 Update the classified authorization listing within 3 work days of receipt of change from a supported organization.

5.6.4 Control all unserviceable repair cycle items from generation to repair or disposition IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A and Chap 13, Section D.

5.6.4.1 Monitor and report the location and status of repair cycle items issued or due-out to organizations using the DIFM listing.

5.6.4.1.1 Reconcile DIFM detail record balances with Maintenance.

5.6.4.2 Process turn around (TRN) transactions to update demand data on the item and repair cycle records on items repaired within Maintenance without processing through Supply, IAW AFMAN 23-110, Vol II, Pt II, Chapter 24, Section A.

5.6.5 Control and maintain all Material Deficiency Report (MDR) exhibits for supply and equipment items awaiting disposition IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section A; and TO 00-35D-54.

5.6.5.1 Process correspondence for requests of disposition for unserviceable assets and monitor unserviceable assets until response is received IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F.

5.6.6 Process supply and equipment items to be shipped to off-base locations for calibration, repair and return IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section R; Chapter 24, Section A; and AFM 67-1, Vol I, Part Two, Chapter 3.

5.6.7 Correct reporting errors identified daily under the Daily Air Force Recoverable Assembly Management System (AFRAMS) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section H.

5.6.8 Manage, maintain documentation and process Special Purpose Recoverable Authorized Maintenance (SPRAM) assets IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section L.

5.6.9 Report Serialized Control and Reporting System (SCARS) items IAW AFM 67-1, Vol I, Part One, Chapter 13.

5.6.10 Code, monitor and, where applicable, expedite repair on Air Force Critical Items and Base/Command intensively managed items IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section D; AFM 67-1, Vol I, Part One, Chapter 10, Section G; and MAJCOM directives.

5.6.11 Operate the Awaiting Parts (AWP) program IAW AFMAN 23-110, Vol II, Part Two, Chapter 17, Section B and Vol II, Part 9.

5.6.11.1 Review the status of AWP bit and pieces and follow-up to improve unsatisfactory status and, where this is not possible, attempt lateral support.

5.6.11.2 Encourage cannibalization between end items and adjust detail records to reflect changes in AWP bit and piece requirements.

5.6.12 Implement, monitor and manage the Base Precious Metals Recovery Program (PMRP) IAW AFM 67-1, Vol IV, Part One, Chapter 4; and SAFBR 400-1. Identify in writing the designated Base PMRP monitor and alternate. Provide a copy of the appointment letter to 82 LG/CC through the FAC.

5.6.12.1 Assign a local issue exception code (IEX) and Phrase "Precious Metals Item" to item records that have a precious metals indicator code (PMIC) assigned or that contain a recoverable amount of any precious metal.

5.7 RESEARCH AND RECORDS MAINTENANCE The contractor shall:

5.7.1 Establish and maintain all item records and support records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27.

5.7.1.1 Process all rejects for item records not loaded or part numbers requested.

5.7.1.2 Maintain DD Form 1348-6 file for non-catalogued items IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section B.

5.7.1.2.1 Review the Demands Awaiting Items Description and load item descriptive data into BCAS.

5.7.1.2.2 Maintain BCAS Item Listing for use in researching local purchase requests.

5.7.1.3 Process Stock Number User Directory (SNUD) updates IAW AFMAN 23-110, Vol II, Pt Two, Chapter 27, Section H.

5.7.1.3.1 Process priority Catalog Management Data (CMD) changes weekly.

5.7.1.3.2 Process routine CMD changes monthly.

5.7.1.3.3 Reconcile base and AFLC SNUD files annually.

5.7.1.3.4 Review management data and process Expendability/Recoverability/ Repairability/Cost (ERRC) Designator/Equipment Management Code (EMC) changes IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section E; and Chapter 27, Sections A and D.

5.7.1.4 Prepare, control, process and follow-up on AF Form 86 sent to AFLC Inventory Managers IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section T; and AFM 67-1, Vol I, Part One, Chapter 7.

5.7.1.5 Initiate corrective action when requisition status notices indicate erroneous data on item or support records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section A.

5.7.1.6 Verify, prepare and process input to update Standard Reporting Designator (SRD) records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section N.

5.7.1.6.1 Verify SRD applicability with Maintenance annually.

5.7.1.7 Receive, coordinate, review requests to load, change, or delete organization records. Approve or disapprove request as verified. Process approved requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, and Chapter 27, Section Q.

5.7.1.8 Publish current delivery destination listing from the organization records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section X.

5.7.1.9 Process requests to locally assign Interchangeable and Substitute Group (I&SG) relationship coding IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section I.

5.7.1.10 Process requests to locally assign ERRC designator coding IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Sections B and D.

5.7.1.11 Process requests to locally assign exception phrase and type cargo phrase records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section R.

5.7.2 Maintain exception phrase and type cargo phrase records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section R.

5.7.3 Maintain a file of current Technical Orders (TOs) applicable to supported organizations IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section B.

5.7.3.1 Reconcile T.O. files with supported organizations annually.

5.7.4 Maintain a current central research file of stock lists and supply publications including Air Force, Defense Logistics Agency, General Service Administration and other service supply publications as required to support base assigned and logistically supported equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section H.

5.7.5 Maintain in current status a central repository of essential supply listings IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section C.

5.8 FINANCIAL MANAGEMENT The contractor shall:

5.8.1 Provide data, reports, and other documents as required by the Supply Management Business Area (SMBA) manager IAW AFMAN 23-110, Vol II, Part 10.

5.8.1.1 Provide data, reports, listings and inquires as required in accordance with System advisory Notices (SAN).

5.8.1.2 Forward all requests for reverse-post of a direct charge (1PU) to the SMBA manager. Include a signed narrative explaining the events that occurred which caused the customer to be erroneously charged.

5.8.1.3 Obtain approval of the SMBA manager on the AF Form 2005 before processing forced credit/non-credit turn-in transactions.

5.8.1.4 Submit base-initiated adjusted stock level requests for budget code 9 items to the SMBA manager for approval/disapproval recommendation.

5.8.1.5 Requisition new or increased War Readiness Materiel (WRM) authorizations and the replacement of outdated shelf life items only upon notification by the SMBA manager that WRM funding has been provided and loaded.

5.8.1.6 Obtain approval of the SMBA manager prior to processing non-reimbursable issues and shipments and reduced-price issues (sales).

5.8.1.6.1 Ensure all serviceable items turned-in to Base Supply are not immediately transferred to Defense Reutilization and Marketing Office (DRMO), even if they are excess to computed requirements.

5.8.1.6.2 Advertise via Base Bulletin, Base Newspaper, Chief of Supply Newsletter, or other periodical, serviceable excess items that fit the criteria in AFMAN 23-110, Vol II, Part Two, Chapter 19, Paragraph 19.74.4.4, for reduced-price sale.

5.8.1.7 Load initial spares requirements only when directed by the SMBA manager. Provide the SMBA manager with a copy of the R11/NGV886 on processing of MAJCOM Spares Support List (MSSL) and Initial Spares Support List (ISSL) loads identified as funded by initial spares. Inform the SMBA manager of the dollar value impact of loading Air Force, HQ AFMC, or MAJCOM approved predetermined adjusted stock levels identified as initial spares requirements.

5.8.1.7.1 Process NASSL (New Activation Spares Support List) and Mission Change Data (MCD) in accordance with the sequence of events listed in AFMAN 23-110, Vol II, Part Ten, Chapter 1, Paragraph 1.62 and its sub-paragraphs.

5.8.1.7.2 Process Air Force approved safety level increases (C-Factor Changes) in accordance with the sequence of events listed in AFMAN 23-110, Vol II, Part Ten, Chapter 1, Paragraph 1.63 and its sub-paragraphs.

5.8.1.7.3 Inform the SMBA manager of the impact on the SMBA, by budget code, of Air Force, HQ AFMC, and MAJCOM approved predetermined adjusted stock levels, and load them only when directed by the SMBA manager.

5.8.1.8 Annually identify fiscal year requirements for the Operations Operating Budget for Base Supply responsibility Center (RC)/Cost Center (CC) and submit to the SMBA manager through the FAC for review and concurrence/approval.

5.8.1.9 Provide the SMBA manager and the FAC justification for increase to the Operations Operating Budget in the event allocated funds are insufficient to support daily operating expenses.

5.8.1.10 Upon creation of a due-out for a budget code Z item, ensure a copy of the 350 management notice is forwarded to the SMBA manager.

5.8.1.11 Use the Funds Requirement Card - Revised Materiel Acquisition Control Record (FRC-RMACR) personal computer program to manage stock replenishment and due-out FRC images. Update the program's data base daily with new FRC images and the new RMACR data file. Ensure the stock replenishment item category matrices have SMBA manager-approved percentages. Provide the following dollar values to the SMBA manager when requested:

5.8.1.11.1 Dollar value of current local purchase stock replenishment FRCs.

5.8.1.11.2 Dollar value of current non-local purchase stock replenishment FRCs.

5.8.1.11.3 Dollar value of current local purchase due-out FRCs.

5.8.1.11.4 Dollar value of current non-local purchase due-out FRCs.

5.8.1.11.5 Other values as required.

5.8.1.12 Be aware of the current fiscal year GSD operating program obligating authority target and MAJCOM directed unit cost ratio goal (information will be provided by the SMBA Manager). As the fiscal year progresses and when the target is approached, work with the SMBA manager to slow spending, if necessary, to prevent exceeding the approved obligating authority limit. Work with the SMBA manager to implement MACR controls, if required. Exercise sound management of the entire supply account to achieve the unit cost ratio goal. Useful guidance on unit cost ratio impacts is listed in AFMAN 23-110, Vol II, Part Ten, Chapter 1, Attachment C-2.

5.9 COMPUTER SUPPORT. The contractor shall:

5.9.1 Operate the Supply remote processing station (RPS) under the SBSS IAW AFM 67-1, Vol II, Part Four; AFM 171-101, Vols I and II; AFM 171-150, Vol IA; AFM 177-206; AFI 31-209; AFI 33-104; AFI 33-111; AFI 33-112; DOD Manual 4000.25-10-M; and applicable commercial documentation. Carry out the responsibilities of the computer support base (CSB) regarding the support of satellite supply accounts IAW AFMAN 23-110, Vol II, Part Two, Chapter 28.

5.9.1.1 Maintain security and a high standard of housekeeping in the computer facility IAW AFI 33-104 and AFOSH STD 127-64.

5.9.1.2 Complete the in-line follow-up program after each work day for which end-of-day processing was performed IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section F.

5.9.1.2.1 Forward a copy of each F030 management notice to the QAE.

5.9.1.3 Complete requirements computation daily IAW AFM 67-1, Vol II, Part Four, Chapter 14.

5.9.1.3.1 Forward a copy of each F324 management notice to the QAE.

5.9.1.4 Develop local programs for approved ADPE work requests.

5.9.1.4.1 Establish controls to ensure no program or procedure is implemented which is superfluous or will circumvent or conflict with the internal processes of the SBSS.

5.9.1.5 Process end-of-day, end-of-month, end-of-quarter, semiannual, annual, end-of-year, as required reports (AF Form 2011) and listings IAW AFMAN 23-110, Vol II, Part Two, Chapter 5.

5.9.1.6 Process complete file status quarterly IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.9.1.6.1 Forward a copy of each F312 management notice to the QAE.

5.9.1.7 Process major command unique programs IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section U.

5.9.1.8 Accomplish end-of-year close out in accordance with the yearly pre-conversion actions received from Standard Systems Center (SSC), HQ AETC, and IAW AFMAN 23-110.

5.9.2 Process the J31, FAST Effectiveness Report and forward a copy to the QAE, on the first workday of the month. Report the average pickup time, warehouse effectiveness and stockage effectiveness to HQ AETC/LGSPA, by letter, by the 5th of each month. Include explanations if AETC goals are not met.

5.9.2.1 Deliver communications traffic, including AUTODIN, between Base Supply and the local communications center, as required.

5.9.2.2 Decollate, sort and distribute reports and listings by 0700 hours each workday IAW AFMAN 23-110, Vol II, Part Two, Chapters 5 and 6; and AFM 67-1, Vol II, Part Four, Chapter 20.

5.9.2.2.1 Establish a separate distribution system to segregate auditable documents IAW AFMAN 23-110, Vol II, Part Two, Chapter 2.

5.9.2.2.2 Provide computer support to the satellite accounts, to include distribution of computer products as required.

5.9.2.3 Provide computer support as necessary to the Accounting and Finance Material Section IAW AFM 67-1, Vol II, Part Four, Chapter 2.

5.9.3 Process SIFS programs and monitor ADRSS and BLAMES products IAW AFM 67-1, Vol II, Part Four, Chapter 21, Sections I and J; and AFMAN 23-110, Vol II, Part Two, Chapter 2.

5.9.3.1 Insure BLAMES and ADRSS is processed at frequencies IAW AFM 67-1, Vol II, Part Four, Chapter 21, Section A.

5.9.4 Implement and process LOGMARS requirements IAW AFM 67-1, Vol II, Part Four, Chapter 14, Section H.

5.9.5 Maintain an SBSS Terminal Security Program IAW AFM 67-1, Vol II, Part Four, Chapter 2, Section C.

5.9.5.1 Appoint a Terminal Area Security Officer (TASO).

5.9.6 Provide support to the Combat Supply System (CSS) IAW AFM 67-1, Vol II, Part Four, Chapter 21, Section G; and AFM 67-1, Vol V.

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5.10 WAR READINESS AND MOBILITY. The contractor shall be responsible for War Reserve Materiel (WRM) and other programs that MAJCOMS direct requirements for special inventory control, monitoring, storing, and reporting IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Chapter 21, and Chapter 26, Sections A, B, D, E, and F. The contractor shall:

5.10.1 Store, inventory, update contents, maintain, and issue individual mobility baggage kits IAW AFMAN 23-110, Vol II, Part Two, Chapter 26, Section F.

5.10.2 Monitor Chemical Warfare Defense Equipment (CWDE) IAW AFMAN 23-110, Vol II, Part Two, Chapter 26, Section F.

5.10.3 Process WRM availability reports IAW AFMAN 23-110, Vol II, Part Two, Chapter 26, Section I.

5.10.4 Process Combat Supplies Management System (CSMS) reports IAW AFMAN 23-110, Vol II, Part Two, Chapter 26, Section J.

5.11 CUSTOMER SERVICE. The contractor shall:

5.11.1 Establish a single point of contact within Supply to provide customer assistance IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C.

5.11.1.1 Publicize the Customer Service Unit function as the primary contact for supply related problems or complaints.

5.11.1.2 Provide technical assistance to customers in resolving complaints, questions, and problems.

5.11.1.3 Document and maintain records of all customer requests for technical assistance, complaints and problems.

5.11.1.4 Analyze all customer complaints and problems semiannually to ascertain trends and recommend required training or other corrective actions IAW AFMAN 23-110, Vol II, Part Two, Chapter 2 and SAFB Sup 1.

5.11.1.5 Establish a single point of contact to process credit card purchases made with the International Merchant Purchase Authorization Card (IMPAC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section Z.

5.11.2 Conduct customer assistance visits as requested by customer.

5.11.3 Establish a focal point for supply customers to challenge suspected price discrepancies and report suspected fraud, waste, and abuse incidents IAW AFMAN 23-110, Vol II, Part Two, Chapter 2; and AFM 67-1, Vol VII, Part 4.

5.11.3.1 Conduct the Zero Overpricing Program (ZOP) and process challenges IAW AFMAN 23-110, Vol II, Part Two, Chapter 2; Chapter 21, Section K; and AFM 67-1, Vol VII, Part 4.

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5.12 TRAINING. The contractor shall:

5.12.1 Conduct Base Supply customer training IAW AFMAN 23-110, Vol II, Part Two, Chapters 2 and 22; AFMAN 23-110, Vol II, Part 13; AFI 23-204; and AFI 23-111.

5.12.1.1 Obtain and use Air Force furnished training materials and develop local training materials to satisfy local training requirements.

5.12.1.2 Document attendance and provide notification of class completion to supported organizations and applicable activities.

5.12.1.3 Provide organizational fuel tank custodian training and petroleum transport vehicle escort training IAW AFI 23-204.

5.12.2 Develop and provide a basic orientation program for satellite supply account personnel IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section A.

5.13 ADMINISTRATION/MANAGEMENT. The contractor shall:

5.13.1 Provide an on-site Contract Manager who shall perform all functions of the Chief of Supply except those of Supply Accountable Officer, Fuels Accountable Officer, Supply Management Business Area manager, for stock record accounts IAW AFMAN 23-110, Vol II, Part Two, Chapter 2.

5.13.1.1 Attend meetings and conferences when requested or directed by the Contracting Officer.

5.13.1.2 The contractor will provide the supply accountable officer the following reports as required for review/approval:

5.13.1.2.1 M-10 Consolidated Inventory Adjustment Document Register.

5.13.1.2.2 Letters requesting/approving FIX documentation.

5.13.1.2.3 M-10 Identity change documents (FCH).

5.13.1.2.4 Budget requirements.

5.13.1.2.5 Non-Automatic Inventory Adjustments

5.13.1.2.6 Condition Change Documents (FCC)

5.13.1.2.7 Adjusted Stock Levels, AF Forms 1996

5.13.1.2.8 Certificate of Transfer for FB/FE/FP/FK accounts.

5.13.1.2.9 Lost Documents Certification

5.13.1.2.10 Orders of Fuel Products DODM 4140-25

5.13.1.2.11 Reports of Survey

5.13.2 Develop, revise and submit for publishing operating instructions and supplements where local options are permitted by regulation or required by regulation to expand or clarify a process or procedure. Instructions, supplements and regulations developed or revised by the contractor will be approved by the FAC and Contracting Officer prior to publication.

5.13.2.1 Publish a list of supply contact points IAW AFMAN 23-110, Vol II, Part 13.

5.13.2.3 Publish an operating instruction defining concept of operations for after hours support IAW AFMAN 23-110, Vol II, Part Two, Chapter 2.

5.13.2.4 Establish and operate a Supply Readiness Control Center IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section A, paragraphs 2.7.1, 2.7.3, and 2.7.5.

5.13.3 Review, evaluate and act upon amendments to AFMAN 23-110, and SBSS programs release documentation.

5.13.3.1 Advise supported activities of changes to the SBSS that affect them.

5.13.3.2 Resolve problems affecting supply activities and those affecting satellites, separate accounts, and interface activities IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section D, paragraph 2.35 and subparagraphs; and IAW AFMAN 23-110, Vol II, Part Two, Chapter 1, Section A, paragraph 1.5 and subparagraphs.

5.13.3.3 Prepare and submit proposed changes to SBSS applications IAW AFMAN 23-110, Vol II, Part Two, Chapter 1, Section C, paragraphs 1.18 through 1.26.

5.13.3.3.1 Proposed changes will be coordinated with, and approved by, the Functional Area Chief prior to submission.

5.13.3.4 Monitor, control, and submit Difficulty Reports (DIREP) IAW AFMAN 23-110, Vol II, Part Two, Chapter 1, Section C, paragraph 1.29 and subparagraphs

5.13.4 Prepare, submit, and review the supply portion of support agreements to include Joint Tenancy Agreements, Interservice Support Agreements, and Host-Tenant Support Agreements IAW AFI 25-201. Submit new agreements and changes to the FAC for approval.

5.13.5 Review, update, and submit changes to SAFB Plans which require Base Supply actions. Submit changes to the FAC for approval.

5.13.6 Receive, route to proper function, control suspense, evaluate and prepare responses to Air Force suggestions concerning supply IAW AFI 38-401. Submit replies to the FAC for review and approval.

5.13.7 Maintain and comply with deployment support plans in support of headquarters directives. Reference Paragraph 1.6.2 of this PWS, Emergency or Special Event Services.

5.13.8 Receive, review, coordinate, implement, and initiate corrective action on all Air Force special subject and command special interest items submitted to the contractor IAW AFI 90-201.

5.13.8.1 Receive, monitor and control suspended correspondence to ensure timely responses. Route Center level or higher suspended correspondence through the FAC/Chief QAE for review/concurrence.

5.13.9 Serve as the Supply Functional Area Records Manager (FARM) for all documents maintained in support of this contract IAW AFI 37-122.

5.13.10 Manage the reports control system program for Supply IAW AFMAN 37-139.

5.13.11 Maintain document files.

5.13.11.1 Receive, control, distribute, and store classified correspondence and documentation IAW DoD 5220.22-R, and AFI 31-401.

5.13.11.2 Maintain unclassified correspondence files IAW AFMAN 37-123 and AFMAN 37-139.

5.13.12 Manage the Vehicle Control Program for Supply IAW AFI 24-301; and AFMAN 24-309.

5.13.12.1 Schedule maintenance and repair of assigned vehicles and Material Handling Equipment (MHE).

5.13.12.2 Coordinate with transportation to arrange for additional or replacement vehicles and MHE required to support the supply mission.

5.13.12.3 Perform operator maintenance on government furnished vehicles IAW AFMAN 24-307.

5.13.13 Perform operator maintenance on all government furnished equipment to include cleaning, adjusting, ordinary lubrications, tightening of nuts and bolts, and preventive maintenance actions recommended by the equipment manufacturer. Be responsible for ensuring maintenance is accomplished on government furnished equipment and government furnished leased equipment.

5.13.14 Advise supported activities of items unsuitable for Air Force use IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.14 QUALITY CONTROL. In addition to the requirement to develop a Quality Control Plan as stated in paragraph 1.3 of this PWS, the contractor shall:

5.14.1 Perform surveillance and analysis of internal supply operations IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section F; and as supplemented by HQ AETC.

5.14.1.1 Conduct annual surveillance of all functional areas.

5.14.1.2 Collect, analyze, and maintain a repository of statistical data and determine the effectiveness of the supply activity, both in relation to AETC established standards, and in relation to other AETC bases.

5.14.1.2.1 Provide briefings to government auditors, staff assistance teams, Inspector General teams, etc., and as may be requested by the Contracting Officer or FAC. Such briefings shall include key management indicators and account operations depicted graphically.

5.14.2 Monitor and control rejects generated by all functional areas to promote timely and correct transaction processing IAW AFMAN 23-110, Vol II, Part Two, Chapters 2 and 7.

5.14.3 Review and process the Base Supply Surveillance Report (D20) to insure adherence to prescribed policy and procedures.

5.14.4 Review and process the Daily Priority Monitor Report (D18) and BCE Due-Out Status List (D03/M09) to ensure all priority due-outs have valid requisitions and acceptable status. The Priority Action List (RO1) may be used in lieu of above reports.

5.14.4.1 Initiate corrective action on suspected UMMIPS abuses which are detected IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section E.

5.14.5 Prepare replies to the Contracting Officer on government inspections, audits, staff assistance visits, Inspector General inspections and discrepancies identified by the QAEs. The discrepancies identified within the jurisdiction of the contract will require corrective action.

5.14.5.1 Provide information for the Weapon System Management Information System (WSMIS).

5.15 SHIPMENTS/DISPOSITION. The contractor shall:

5.15.1 Process directed and non-directed shipments IAW AFMAN 23-110, Vol II, Part Two, Chapter 15. The following timeliness standards apply to processing of shipments.

5.15.1.1 Shipment Priority Group 01, (Supply Priority 01-03): one (1) duty day.

5.15.1.1 Shipment Priority Group 02, (Supply Priority 04-08): two (2) duty days.

5.15.1.1 Shipment Priority group 03, (Supply Priority 09-15): three (3) duty days.

5.15.1.2 Select, inspect, process property, and annotate documents for property transferred to the DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section F.

5.15.1.2.1 Transfer low dollar value items in batch lots IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section H.

5.15.1.2.2 Transport or arrange transportation for movement of property to DRMO.

5.15.1.2.3 Assign and review demilitarization codes and ensure items are demilitarized before transfer to DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.15.2 Ship excess Automated Data Processing Equipment (ADPE) as directed IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section D.

5.15.3 Respond to follow-ups received from sources of supply on directed shipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section B.

5.15.4 Notify the requesting base MICAP Management Section that MICAP items were shipped IAW AFMAN 23-110, Vol II, Part Two, Chapter 17, Section A.

5.15.5 Manage shipments utilizing the Cargo Movement Operating System (CMOS), shipment suspense details, and shipped not credited details IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Sections C and E.

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5.16 CONTINGENCY PROCESSING. The contractor shall:

5.16.1 Utilize the Contingency Processing System (CPS) during Standard Base Level Computer (SBLC) downtime IAW AFMAN 23-110, Vol II, Part Eleven.

5.16.1.1 On all post-post due-out releases and issues ensure that the time of release is annotated on document prior to sending property and documentation to the Pick-up and Delivery section.

5.16.2 Prepare, and initiate if required, wartime processing procedures IAW AFMAN 23-110, Vol II, Part Two, Chapter 32, Section B.

5.16.3 Prepare, and initiate if required, contingency plans for non-automated operations should a computer outage occur due to natural disaster, sabotage, or major computer failure IAW AFMAN 23-110, Vol II, Part Two, Chapter 32, Section C.

5.17 COMMUNICATIONS MISSION SUPPORT.

5.17.1 The contractor shall: Perform all responsibilities and functions applicable in support of communications operations/ maintenance IAW AFMAN 23-110, Vol II, Part Two, Chapter 2. Attend maintenance meetings applicable to supply support of the organization when requested by the Chief of Maintenance (COM).

5.17.2 Advise the maintenance control supervisor of the overall supply situation as it affects maintenance, and make recommendations for improvements of supply support.

5.17.3 Forecast supply and equipment requirements to make sure the priority system is not abused IAW AFMAN 23-110, Vol II, Part Two, Chapter 19 and as supplemented by HQ AETC.

5.17.4 Maintain liaison with each maintenance workcenter to ensure adequate supplies and equipment are on hand to support maintenance needs.

5.17.5 Establish and operate a decentralized Demand Processing function utilizing an on-line SBSS terminal or personal computer. Perform required actions to assist shops to order/ validate/ update MICAP and priority requests when the information is not available to the shop through CAMS.

5.17.6 Maintain a limited file of supply catalogs, research material and technical publications IAW AFMAN 23-110, Vol II, Part Two, Chapter 27 and as supplemented by HQ AETC. Post changes to the supply related publications maintained. Provide inputs to the OPR of maintenance operating instructions concerning supply procedures.

5.17.7 Verify priority part requisitions with maintenance job control and workcenters. Take aggressive follow-up action on all UND "A" and "B" requisitions, and provide a current status to plans and scheduling or job control.

5.17.8 Conduct semi-annual supply assistance visit to on-base workcenters. The purpose of this visit is to assist the workcenter with support problems and to provide supply guidance. Document visits and provide a copy to the COM.

5.17.9 Assist QC with processing deficiency report exhibits (T.O. 00-35D-54)

5.17.10 Act as awaiting parts (AWP) and equipment inoperable for parts (EIP) monitor for the maintenance complex, and provide for secure segregated storage of these items.

5.17.11 Act as command intensive management item manager IAW AFMAN 23-110, Vol II, Part Two Chapter 24 and as supplemented by HQ AETC.

5.17.12 Act as DIFM/repair cycle manager. Establish facilities and procedures in coordination with the Chief of Maintenance for routing, storing, and controlling repair cycle assets IAW AFMAN 23-110, Vol II, Part Two, Chapter 24 and as supplemented by HQ AETC.

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5.17.13 Assist the Chief of Maintenance, maintenance property custodians, and unit program managers on matters pertaining to EAID property accounting IAW AFMAN 23-110, Vol II, Part Two, Chapter 22 and as supplemented by HQ AETC.

5.17.14 Act as the maintenance turnaround (TRN) manager for the maintenance complex IAW AFMAN 23-110, Vol II, Part Two, Chapter 24 and as supplemented by HQ AETC.

5.17.15 Participate as a member of the unit reparable review forum. Provide the forum with advice on supply procedures, information about local ERRC change procedures, and data from the DIFM Listing (R26) and Repair Cycle Data Listing (QO4).

5.18 HAZARDOUS MATERIALS PHARMACY (HMP):

5.18.1 The contractor shall provide full-time manpower to man the HMP in sufficient numbers to perform the following tasks:

5.18.2 Receive and process AF Form 3952, Chemical/Hazardous Material Authorization Request, AF Form 2005, Issue/Turn-In Request, for national stock number items, and DD Form 1348-6, DoD Single Line Item Requisition System Document, for items that do not have NSNs associated with them from wing and tenant activities associated with Sheppard AFB.

5.18.2.1 For initial issue of recurring items, and for one-time issues, provide customer with AF Form 3952. Assist the customer as needed when completing the form, ensure the entire form is completed, assign the form a log number, then pass the form to the HAZMO Manager. If a Technical Order or Specification is referenced as justification in block 15 of the AF Form 3952, ensure a copy of the specification or Technical Order page is attached to the AF Form 3952. Only after SGPB and CEV have approved the request by signing the AF Form 3952 will a document number be assigned and the issue request processed. The completed, approved AF Form 3952 will be filed in the HMP under the appropriate Shop File. The Shop file will be maintained until superseded or no longer needed.

5.18.2.2 For recurring issues, ensure that an approved authorization exists in AF-EMIS before processing issue transaction.

5.18.3 Perform research actions in accordance with AFMAN 23-110, Vol II, Part Two, Chapter 27, to inform the customer of those national stock-numbered items available through supply channels, as well as known substitutes and interchangeable already in existence. Ensure the smallest unit of issue is selected to fill users' requirements. Request Inspection section assign -1 Stock numbers as needed.

5.18.4 Input all logistics- related data into AF-EMIS, regardless of the source of supply (MEDLOG, CEMAS, NAF, etc...).

5.18.4.1 Correctly enter receipt, issue and inventory data into AF-EMIS to facilitate tracking and reporting.

5.18.4.2 Identify hazardous material as it comes into supply's receiving area. Receive the Hazardous Material into AF-EMIS before sending it to stock or to its respective delivery destination. Affix a barcode label with a unique serial number from AF-EMIS to each container at the time property is released for issue or due-out released to a customer. Bar-coded label will contain, at a minimum, a unique serial number and the phone number to report consumption.

5.18.4.3 Hazardous material issues and due-out releases. Update AF-EMIS to identify, by unique serial number, which items were due-out released or issued to on-base organizations, and

their delivery destinations (to include building number and the last name of the individual signing for the material).

5.18.4.5 Receive free issue material information from customers. Receive information about excess Hazardous Material available for redistribution, including quantity, stock number or other identification information, shelf life, generator information (location, phone number, POC, organization and office symbol), AF-EMIS serial numbers (if applicable).

5.18.4.6 Research redistribution potential for free issue material. Query AF-EMIS to find other authorized users for free issue. Forward this information to the HAZMO Manager for disposition. Update AF-EMIS to reflect free issue transactions/transfers of HM.

5.18.4.7 Upon notification from HM users (Via call-in, Fax, etc.) that empty containers have been turned in or disposed of, update AF-EMIS to reflect consumption of item from the respective shop's HM inventory.

5.18.5 Maintain HM storage areas in accordance with AFMAN 23-110, Vol II, Part Two, Chapter 14, AFMAN 23-210, Joint Service Manual (JSM) for Storage and Materials Handling, and AFR 69-9, Storage and Handling of Hazardous Material.

5.18.6 Items ordered through the HMP will be delivered to the requesting organization using time standards established in AFMAN 23-110, Volume II, Part Two, Chapters 11 and 12, and AFMAN 23-110, Volume II, Part 13, Standard Base Supply Customer Procedures.

5.18.7 Maintain housekeeping standards for any COS HM storage facility.

5.18.8 Control shelf-life and manufacturer recommended inspection/test date items. Ensure supply levels and requisitioning action do not cause excessive stocking of material. Restrict receipt, issue, and stocking of material with less than 6 months of shelf-life remaining. Issue item with the least amount of shelf-life remaining. Inspect shelf-life and manufacturer recommended inspection/test date material; enter and update this information data in AF-EMIS.

5.18.9 Perform requisitioning actions to obtain only needed materiel. Ensure that only the required unit of issue and quantity is received and if deviations occur, ensure ROD's are processed in a timely manner.

5.18.10 Assign application codes to items as required.

5.18.11 Insure MSDS and warning label requirements are met IAW 29 CFR 1910.1200.

5.18.12 Coordinate HM issue training with the HAZMO Management prior to incorporation into SBSS training blocks and provide training to all SBSS customers.

5.18.13 Train Hazardous Field Office (HAZFO) personnel on ordering, receiving, issuing and inventory data entry for AF-EMIS as needed or required by HAZFO's property in AF-EMIS.

5.19 Reserved

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5.20 FUELS MANAGEMENT:

5.20.1 IAW AFR 23-3, AFI 23-502, AFI 23-111, AFI 23-201, AFI 23-204, AFM 67-1, Vol 1, Part Three, Chapters 1 and 4, AFMAN 23-110 Vol II, Part Two Chapter 34, and DOD 4140.25M, the Contractor shall:

5.20.1.1 Ensure that sufficient fuel, liquid oxygen (LOX) and liquid nitrogen (LIN) is on hand, on order, or intransit to meet demands.

5.20.1.2 Review and approve all fuel requisition, receipt, sales, and issue documents pertinent to fuels, LOX and LIN.

5.20.1.3 Request a waiver through Headquarters AETC when the fuel inventories are expected to drop below the minimum level (within 5 days advance notice).

5.20.1.4 Request a deviation from Headquarters AETC when maximum levels must be exceeded for any reason.

5.20.1.5 Initiate and justify facility maintenance and repair requirements. Compute refueling equipment authorizations.

5.20.1.6 Prepare, verify, and submit all reports as specified in Technical Exhibit 4.

5.20.1.7 Review periodically and update as necessary, fuels planning documents and plans (CONUS Base Use Plan, lesson training plans, emergency fuels distribution plans, energy conservation plan, and resource protection plan among others).

5.20.1.8 Review for accuracy and update as necessary, memorandum of agreements on emergency power, minimum essential equipment and facilities and weather warnings

5.20.2 TWO-PERSON POLICY

5.20.2.1 IAW AFI 23-201 a two-person policy is mandatory during the operations below. If protective equipment is required, at least one person must wear it. The other person must either wear the equipment, or be out of range of the hazard and have protective equipment immediately available. The second person may be a commercial contractor employee, maintenance crew chief, or any other individual knowledgeable of the hazards involved and corrective actions to take in an emergency. At least two personnel, fully knowledgeable in Air Force criteria and operational procedures, must be within normal voice or eye contact when:

5.20.2.1.1 Refueling and defueling aircraft, vehicles, and organizational tanks.

5.20.2.1.2 Entering pits over 5 feet deep. One person must remain at ground level.

20.2.1.3 Transferring, issuing, and receiving cryogenic fluids.

5.20.2.1.4 Off loading tank trucks, filling trucks, or returning fuel to bulk storage.

5.20.2.1.5 Removing fuel from tank sumps or pits.

5.20.2.1.6 Transferring and receiving fuel. (One person at transfer point and one person at receiving point).

5.20.2.1.7 Performing laboratory operations involving the mixing or testing of fuels or chemicals.

5.20.3 FUELS LABORATORY. The contractor shall:

5.20.3.1 Operate the Fuels laboratory to obtain fuel and Lox samples, perform sample analysis, document the analysis, and comply with environmental requirements when disposing of fuel samples IAW AFI 23-201, AFI 23-502, T.O.'s 37-1-1, 37A-1-101, 42B-1-1, 42B-1-10, 42B-1-23, 42B6-1-1, MIL-HDBK-200.

5.20.3.2 Maintain, monitor and update equipment and facility sampling status IAW AFI 23-201.

5.20.3.3 Forward samples to area laboratories for analysis and participate in the pollution abatement sampling program IAW T.O.'s 42B-1-1 and 42B6-1-1.

5.20.3.4 Maintain laboratory, laboratory equipment, and Crashed Aircraft Sampling Kit in a clean, ready to use manner. The Crashed Aircraft Sampling Kit shall contain (as a minimum) such items as sample containers, laboratory beakers, contamination standards, sampling devices, and other items IAW T.O. 42B-1-1, AFOSH STD 91-38, AFI 23-201 and T.O. 33K-1-100-2 (PMEL).

5.20.3.5 Respond to specific sampling request within one hour of request time.

5.20.3.5.1 Obtain and visually sample recoverable fuel (drums, bowsers, etc.) as required. Results shall be forwarded to the Fuels Control Center.

5.20.3.5.2 Ensure fuels collected are segregated by grade and properly disposed of IAW T. O. 42B-1-23 and AFI 23-502.

5.20.4 FUELS DISTRIBUTION. The contractor shall:

5.20.4.1 Inspect fuel servicing vehicles and equipment daily for any safety defects. Daily filter and tank sumps shall be drained of accumulated water and grounding hardware checked for serviceability. Additionally, all engine fluids shall be checked and filled as required. Daily, fuel servicing hoses and nozzles shall be extended and pressurized and checked for defects. Monthly, fuel strainers shall be checked, cleaned as necessary, and tire pressure shall be checked and adjusted. AFI 23-201 T.O.'s 00-25-172, 37A1-1-101, 36A12-13-17-31, 36A12-13-24-1, 36A12-13-24-1-1, 36A12-13-17-81.

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adjusted. AFI 23-201, T.O.'s 00-25-172, 37A1-1-101, 36A12-13-17-31, 36A12-13-24-1, 36A12-13-24-1-1, and 36A12-13-17-81.

5.20.4.1.1 Equipment Maintenance. The contractor shall be responsible for all minor maintenance on government furnished refuelers listed in Technical Exhibit 13.

5.20.4.1.1.1 Minor Maintenance. Includes but is not limited to cleaning, adjusting, tightening of nuts and bolts, and preventive maintenance actions recommended by the equipment manufacturer.

5.20.4.1.1.2 Major Maintenance. Any maintenance beyond paragraph such as scheduled maintenance, engine overhaul, safety inspections, etc., will be turned into refueling maintenance.

5.20.4.1.2 Preposition trucks in the aircraft servicing area to provide timely refueling capability in coordination with response times and priorities provided by Maintenance Job Control and at the auxiliary air base at Frederick, Oklahoma (64 miles from SAFB) on an as-required basis. In addition, there shall be one dedicated refueling unit for AT-38 servicings. Trucks shall approach the aircraft and wait to be marshaled in by the crew chief. Once positioned, the operator shall place chocks, ground/bond truck, extend hoses, engage power take-off, and at the direction of the crew chief, commence pumping. Additionally, driver shall document the aircraft servicing on the AF Form 1232 attachment or stamp for base assigned aircraft and applicable AF Form 1994 or 1995 for transient aircraft. The operator must monitor the entire operation for safety compliance IAW T.O.'s 00-25-172, 36A12-13-1-121CL1 and 00-25-172CL4.

5.20.4.1.3 Perform ground and non-fly jet fuel servicing as required, IAW T.O.s 00-25-172, 36A12-13-1-131-CL1 and 00-25-172CL4.

5.20.4.1.4 Perform truck filling operations: When a truck is presented for refilling, the AF Form 1232 and attachments, AF Form 1994, and AF Form 1995 will be checked for accuracy and all safety procedures complied with and new forms issued as required. After positioning, chocking, and bonding he shall ensure the pump is shut off, open the necessary valves, start pump and fill the truck. When the truck is filled the operator shall close the applicable truck and fillstand valves, disconnect the pantograph, bond wire and stow chocks. NOTE: Extreme caution shall be taken to ensure the pantograph has been disconnected from the bottom loader prior to moving the refueler IAW AFMAN 23-110, Vol I Chapter 1, AFI 23-201, T.O. 37-1-1, 40 CFR Part 112.

5.20.4.2 Establish and operate an Automated Fuels Control Center (AFCC), IAW AFI 23-201 to receive and prioritize fuels requests from base organizations. The contractor shall track and document fuels movements, vehicle and equipment in-commission status, sample schedules, product inventories, and personnel status on a daily basis. Documentation shall be accomplished through the use of the AFCC computer program. Only during an emergency situation, or with prior approval from HQ AETC/LGSF, may the AF Form 824 be used in lieu of the AFCC. Data entries will be downloaded daily for processing into the FAMS-B computer system. In addition, the AFCC program floppy disk will be maintained for 12 months to validate refueler

highlighted. Vehicle clipboards, operating checklist, keys, and portable radios shall be controlled. The location of permanently installed generators, their size, and a list of frequently called telephone numbers must also be available. Aircraft and ground fuel credit cards and vehicle identity link blanks shall be maintained and embossed/encoded as necessary IAW AFM 67-1, Vol I, Part Three Chapter 1 and AFI 23-201.

5.20.4.2.1 Prioritized aircraft fuel request (see Technical Exhibit 8) shall be received from the maintenance job control.

5.20.4.2.2 Fuels controller shall coordinate with refueling maintenance on vehicle in-commission rates, with Liquid Fuels Maintenance on fuels system repairs, and Aircraft maintenance on any aircraft servicing problems. Fuels controller shall notify the laboratory personnel when any maintenance is performed on mobile or fixed fuel systems that could compromise fuel quality (i.e. filter changes and new hose installation) IAW AFI 23-201. Notify QAEs of any unresolved problems with customers.

5.20.4.2.2.1 Identify facility and equipment upgrade or improvements to the QAE.

5.20.4.2.2.2 Review planned flying schedules and ensure adequate resources are available to meet demands IAW AFI 23-201.

5.20.5 FUEL STORAGE. The contractor shall:

5.20.5.1 Receive, store and issue fuel and cryogenic products. Prior to receipt of product, insure adequate space is available in the designated receipt tank to receive the product. Upon arrival of the tank truck, position the truck for off loading, bond and chock the truck, verify all receipt documents are accurate, connect the proper off loading hoses, visually check fuel quality, position the proper valves for off loading fuel. Upon completion of the off loading, verify that all truck compartments are empty, close all applicable valves, remove hoses, remove chocks and bond cables, and sign release documents IAW AFM 67-1, Vol I, Part Three Chapter 1, AFMAN 23-110 Vol II, Part Two Chapter 34, AFI 23-201; T.O. 37-1-1, T.O. 37A-1-101, and MIL HDBK 201B, 42B-1-1, 40 CFR part 112.

5.20.5.1.1 Inventory all fuel, and cryogenic products daily as required by AFM 67-1, Vol I, Part Three, Chapter 1 and 4, and AFMAN 23-110 Vol II, Part Two, Chapter 34.

5.20.5.2 Prior to receipt of product or return to bulk, insure all valves are properly positioned to prevent commingling of fuels and or tank leveling. Also insure adequate space is available in the tank designated to receive the product by manually gauging the tank IAW T.O. 37-1-1.

5.20.5.2.1 Immediately notify the QAE if quality or quantity is questionable during the receiving or issuing of fuel or cryogenic products.

5.20.5.3 Tank Gauging. Automatic tank gauging (ATG) is the primary method of fuel tank inventory control. Manual gauging will be accomplished in the event the ATG system is

inoperative. The nitrogen cylinder for the ATG system will be monitored daily. Notify Liquid Fuels Maintenance of C.E. when replacement is needed. Replacement cylinder will be provided by the government. Follow the appropriate ATG users manual for specific ATG operation IAW T.O. 37-1-1 and MIL HDBK 201B.

5.20.5.4 Issuing Fuel. To issue fuel, determine the proper tank, position the proper valves, and issue as applicable. After the issue, close all valves as applicable IAW T.O. 37-1-1.

5.20.5.4.1 Contractor will operate and maintain the fluid powered additive injector system (Hammonds model 800-1L) IAW handbook operating instructions and maintenance manual(which includes adjusting injector for proper injection of additive and replacing diaphragm). Contractor will order and receive 8Q462 additive into the 1000 gallon tank provided by Betz.

5.20.5.5 Transferring Fuel. To transfer fuel ensure the tank designated to receive fuel has adequate space by manually gauging the tank. Position the proper valves for receipt of fuel and fill as applicable. After the receipt, close the applicable valves IAW AFI 23-201 and T.O. 37-1-1.

5.20.5.6 Inspect all fuel storage systems for leaks and compliance with environmental requirements, in addition, to proper markings and identification, inoperative valves, gages, and other items and document same on the AFTO Form 39. Perform leak tests and operator's maintenance IAW T.O. 37-1-1, and 40CFR part 112 and 280.

5.20.5.6.1 Those items which exceed operator's maintenance will be referred to Civil Engineering or, if required, submitted to the QAE on AF Form 332.

5.20.5.6.1.1 Inspect and drain all water from interior dike basins during or immediately after inclement weather IAW AFOSH STD. 91-38 and 40 CFR part 112.

5.20.5.7 Receive, classify, and segregate recoverable fuels IAW AFI 23-502, T.O. 42B-1-1 and T.O. 42B-1-23.

5.20.5.8 Receive Cryogenic Products. Position trailer, check receipt documents and seals, chock and bond trailer, place drip pans, purge transfer hose, connect transfer hose, open applicable valves, and receive product. Perform a particulate matter test only when contamination is suspected. Upon completion of receipt, close valves, disconnect hoses, remove drip pan, sign receipt documents, remove chocks, and secure the area IAW T.O. 37C2-8-36-1(5000 Gallon) or T.O. 37C2-8-29-1(2000 Gallon).

5.20.5.8.1 Off load products IAW current delivery contracts and within the specified time frames. The contractor shall pay demurrage charges as specified in current delivery contracts when delivery times are exceeded.

5.20.5.8.2 Issue Cryogenic Products. Inspect tanks and document on AFTO Form 244. Ensure AFTO Forms 134 and 244 accompanying the cart are accurate and complete, position receipt

cart, position drip pans, purge transfer hose, connect transfer hose and fill. When the cart is full close all applicable valves, disconnect hose, remove drip pans, perform odor sample (LOX only), document the AFTO Forms 134 and 150 and park cart in designated area IAW T.O. 37C2-8-36-1, T.O. 00-20-7, and 42B6-1-1.

5.20.5.8.3 General Maintenance. Annually, Liquid Oxygen and Liquid Nitrogen tanks must be purged or sooner if product impurities exceed limits. Tank vacuum space must be checked each 180 days and if vacuum exceeds tolerance, a new vacuum must be performed. Electrical ground continuity must be checked semi-annually and pressure gages must be removed and calibrated as required. Maintain inspection records and historical records. Any item that is Red X'd shall require that item's removal from service. Once the proper maintenance is performed, the Red X must be signed by the worker and verified by an inspector prior to returning the item to service IAW T.O. 00-20-7, 37C2-8-1-116WC-1, 00-25-172, 42B6-1-1, 37C2-8-36-1, 37C2-8-36-3.

5.20.5.9 Operate the government self-service or automated service station. Receive fuel as outlined in the Bulk Storage paragraph 5.20.5.1 Issue fuel to authorized customers; account for fuel issued and perform operator maintenance IAW T. O. 37-1-1, AFI 23-201, and Fuels Master Operator Manual (Special USAF Edition).

5.20.5.9.1 Should the automated system fail, the contractor shall fully man the Base Service Station, IAW AFI 23-201, from 0730 to 1630, Monday through Friday.

5.20.5.9.1.1 In addition, manual operation will be required to service transient or rental vehicles upon request IAW AFM 67-1, Vol I, Part One, Chapter 1 and AFI 23-201.

5.20.5.9.1.2 If service station must be operated manually, document fuel issues to nearest whole gallon IAW AFM 67-1, Vol I, Part Three, Chapter 1.

5.20.5.9.2 When issuing to containers, issue products only to properly marked safety containers IAW AFI 23-201.

5.20.6 ACCOUNTING. The contractor shall:

5.20.6.1 Compile all requisition, receipt, issue and inventory documents. These documents shall be reviewed, edited for accuracy, totaled, and input into the FAMS-B system, and DFAMS. Transactions in FAMS-B must be transmitted to FAMS-A and SBSS. All transactions processed daily. Afterwards, use these documents to verify the accuracy of all applicable computer generated reports and file these documents. Clear any rejects from DFAMS, FAMS A, FAMS B, and the SBSS IAW AFI 23-201, AFM 67-1, Vol I, Part Three Chapter 1 and 4, AFMAN 23-110 Vol II, Part Two, and DOD 4140.25M.

5.20.6.1.1 Daily process all P series documents into DFAMS and complete the weekly 1884 Terminal Report and monthly volume calculations IAW DOD 4140.25M.

5.20.6.1.2 Review, edit and process IGC and IFN inputs submitted from base organizations. Provide organization consumption data upon request.

5.20.6.2 Prepare and submit accurate and timely reports IAW AFM 67-1, Vol I, Part Three, Chapter 1, AFI 23-201, DOD 4140.25M and AETC WMP. See Technical Exhibit 4 for required reports.

5.20.6.3 Perform cash sales procedures for aviation fuel IAW AFM 67-1, Vol I, Part Three Chapter 1, and Controlled Multiple Address Letters (CMALs).

5.20.6.4 Monitor excessive gains/losses monthly for each product grade and provide investigative when they exceed allowable tolerances established IAW AFM 67-1, Vol I, Part Three, Chapter 1 and DOD 4140.25M.

5.20.6.5 Prepare all forms and records necessary to requisition FP and FB products IAW DOD 4140.25M, AFM 67-1, Volume I, Part Three Chapter 1 and 4, and AFMAN 23-110 Volume II, Part Two, Chapter 34.

5.20.6.6 Requisition the appropriate quantity of fuel and cryogenic products to maintain War Reserve Material (WRM) levels identified in the Inventory Management Plan (IMP), and War Consumable Distribution Objective (WCDO). Deviations from established levels shall require MAJCOM and DET 29 Defense Fuels Supply Center authorization IAW AFI 23-201 and AFM 67-1, Vol I, Part Three, Chapter 1.

5.20.6.6.1 Requisitioning Jet Fuel. Annually, the contractor will receive a Source Identification and Ordering Authorization (DFSC Form 21.1) from Defense Fuel Supply Center (DFSC). Using this form as a source document, monthly the contractor shall request from Defense Fuels Region-South (DFR-S)(by letter) the quantity of Jet Fuel expected to be requisitioned the following month. DFR-S will reply (via the DD Form 1155) with the amount of fuel authorized and the supply sources from which the fuel will be requisitioned. Using this data, update the SBSS and requisition fuel from the appropriate supply source as required.

5.20.6.6.2 Requisitioning Ground Fuels, Mogas and Diesel. Annually, supply sources will be contracted by DFSC. Upon receipt of each contract or contract modification, review the data for the quantity, supply sources, and delivery restrictions and requirements and update the SBSS. Requisition fuel through CONS/LGCS as required.

5.20.6.6.3 Requisitioning Liquid Oxygen and Liquid Nitrogen. As required, apply for a Blanket Delivery Order (BDO) through the ACO. Upon receipt of the BDO, review the data for quantity, supply sources and delivery restrictions and requirements and update the SBSS. Requisitions shall be made directly to the supplier.

5.20.6.6.4 Requisitioning Oils. Motor oils shall be requisitioned from the government using SBSS procedures.

5.20.6.6.5 Requisitioning Other Fuels. On occasion, transiting aircraft or special operations may require fuels not normally maintained (JP-5, JA-1, etc.). These fuels will be requisitioned through the ACO using SBSS local purchase or spot-buy procedures.

5.20.6.7 Verify that the maximum amount of fuel which can be issued to aircraft within a 24 hour period (using on-hand dispensing equipment and facilities) can meet requirements specified in the IMP IAW AFI 23-201.

5.20.6.8 Verify the D05/M34 report agrees with manually prepared issue, receipt, and storage documents IAW AFMAN 23-110, VOL II, Part Two, Chapter 34.

5.20.6.9 Provide fuel consumption data to government agencies as directed .

5.20.6.10 Maintain audible document control files for the base fuels accountable record IAW AFMAN 23-110, Volume II, Part Two, Chapter 34.

5.20.6.11 Consolidate issue documents applicable to liquid oxygen and liquid nitrogen IAW AFMAN 23-110, Volume II, Part One, Chapter 4.

5.20.6.12 Ensure that the gain/loss of petroleum products and cryogenics products does not exceed allowable tolerance as established IAW AFM 67-1, Volume I, Part Three, Chapter 1.

5.20.6.12 Prepare identification links and serv-o-plates for vehicles, safety cans, and other ground fuel requirements IAW AFMAN 23-110 , Vol II , Part Three, Chapter 34.

5.20.6.13 Accomplish responsibilities pertaining to organizational fuel tanks IAW AFI 23-201 and 23-204.

5.20.7 INDUSTRIAL HYGIENE/OCCUPATIONAL HEALTH. The contractor shall:

5.20.7.1 Establish an industrial hygiene program consistent with OSHA requirements as specified in 29 CFR part 1910. The contractor shall enforce the use of required personal protective equipment, hearing protection, safety glasses/shields, protective aprons, gloves and reflective belts/vest etc., and coordinate with Bio-Environmental Engineering for the collection of appropriate air and noise dosimeter samples.

5.20.7.2 Obtain and maintain copies of Material Safety Data Sheets (MSDS) IAW 29 CFR part 1900. If the contractor is unable to obtain an MSDS on procured chemicals, solvents, cleaning compounds, the contractor may request assistance from the medical service through the CO. For local purchased chemicals, the contractor shall provide a copy of the MSDS to the USAF Medical Service and Civil Engineering Environmental Planning Branch.

5.20.8 SAFETY ITEMS. The following areas are considered to be extremely hazardous in the fuels environment and if detected during ANY fuels operation, will result in the issue of a Contract Discrepancy Report (CDR).

5.20.8.1 Improper grounding/bonding procedures during fuel/LOX operations to include; aircraft and ground support equipment servicing, issue/support tank servicing, fuel rotations, fillstand and return to bulk operations, tank truck receipts, lox issues, laboratory sampling and analysis.

5.20.8.2 Lack of fire fighting vehicles and or serviceable fire extinguishers in the vicinity of the operation.

5.20.8.3 No emergency evacuation path for fuels/LOX servicing equipment/personnel.

5.20.8.4 Failure to follow the two man policy IAW, para 5.20.2.1.

5.20.8.5 Protective equipment not being utilized when required during fuel servicing, LOX/LIN receipt/issue, laboratory sampling, and checkpoint operations.

5.20.8.6 Insufficient ullage in receipt tanks to accommodate receipt.

5.20.8.7 Bottom loader & Defuel test button not activated during aviation fuel fillstand/defuel operations.

5.20.8.8 Individual not placed on top of the ground product unit during filling operation when high level shut valve is inoperative.

5.20.8.9 Failure to ensure any source of ignition not essential to the actual fuel/LOX operation is outside the circle of safety.

5.20.8.10 Failure to analyze fuel samples performed in the fuels laboratory under operating exhaust hood.

5.20.8.11 Fuels operations aren't terminated if a leak occurs. A leak is defined as a spray, stream, accumulation of fuel, or severe enough to seriously jeopardize system/personal safety.

5.20.8.12 Using improper procedures when backing a refueling unit.

5.20.8.13 Storing fuel samples in the lab when the exhaust fan is inoperative and/or storing excessive amount of fuel overnight in the fuels lab.

5.20.8.14 Failure to shut-down a fueling operation in the event a safety violation occurs.

5.20.8.15 A reportable fuel spill occurs as a result of system/unit operator negligence.